

GSA Customer,

As you are aware, the fee structure for Reimbursable Work Authorizations (RWAs) is changing for the first time since 1995. The current 4% + sliding scale fee is being replaced by a simple, single fee based on overall project costs.

**The new fee structure will apply to RWAs with an Acceptance Date on or after August 1, 2020.** Any RWA accepted prior to August 1, 2020, will continue to be charged the existing 4% fee and existing sliding scale fee.

Please review the information below and attached to learn the details of this transition.

### **What is the RWA “Acceptance Date”?**

The RWA “Acceptance Date” for nonseverable RWAs (i.e. “projects”) is the date the RWA is digitally signed by GSA, which establishes an obligation for the customer. This is the final step in the RWA Acceptance Process. Note that the date of customer signature and GSA signature may not be the same since the customer signature is requested first in the process.

The Acceptance Date for severable service RWAs (i.e. “services”) is the first day of the period of performance of the requested service. A severable service RWA is typically accepted (i.e. both signatures applied) before the first day of the period of performance.

See the attached Fact Sheet for more details of the new fee structure implementation.

### **Where can I find more information?**

In addition to the attached Fact Sheet, you can learn more online at -

<https://www.gsa.gov/real-estate/real-estate-services/reimbursable-services-rs-program/policy-guidance>.

We will continue to send pertinent information as it becomes available. We also plan to host virtual fee structure training sessions via our Client Enrichment Series and in-person at our June PBS Customer Forum event in Washington, DC.